

## POLL WATCHER DESIGNATION INSTRUCTIONS

### Submission/Deadlines:

*Florida Statute 101.131 (2)*

"Each party, each political committee, and each candidate requesting to have poll watchers shall designate, in writing, **prior to noon of the second Tuesday preceding the election** poll watchers for each **polling room** on election day.

Designations of poll watcher for **early voting areas** shall be submitted in writing to the supervisor of elections **at least 14 days before early voting begins.**"

*For County or Incorporation Elections submit to:*

Supervisor of Elections Office    or    **e-mail** to Erika Sierra  
2700 NW 87<sup>th</sup> Avenue, Miami      Polling Places Manager, Elections Operations Division  
at [SIERRE@miamidade.gov](mailto:SIERRE@miamidade.gov)

or Fax to 305-499-8547

**RECEIPT OF E-MAIL FAX TRANSMISSIONS MUST BE VERIFIED OR CONFIRMED PRIOR TO DEADLINE.**

*For Municipal Elections submit to the corresponding City Clerk.*

**Note:** Submitting the list before the deadline will allow for substitutions if a poll watcher is not approved. **No list, changes or substitutions will be accepted after deadline (NO EXCEPTIONS).**

### List Format:

Since all lists submitted need to be merged into one document, it is suggested that the list be submitted in **Microsoft Word** in **CD (compact disc) format and hard copy** using the sample form provided. The poll watcher list must be submitted in precinct (or early voting site) numerical order by candidate or political party. Rows may be added as needed.

If the candidate, party or committee anticipates participating in more than one election (for example, a run-off) for the office being sought, the poll watcher coordinator may use the same list for all elections. **Each election date (General or Run-off) for which poll watchers participation is requested must be specified on the form submitted in order to apply to specific elections.**

### Assignment of Poll Watchers:

*Florida Statute 101.131 (1)*

**"Each political party and each candidate may have one watcher in each polling room or early voting area at any one time during the election."** Therefore, if two or more poll watchers are assigned to the same polling or early voting location by the same entity, their designated times must not overlap.

**Please note:** Same Board Precincts are two precincts with one Election Board at one polling location. In this case, only one poll watcher will be permitted where there are same board precincts. **Be sure to get a polling places list showing same board precincts before making your assignments.**

### **Poll Watcher Approval:**

#### *Florida Statute 101.131 (2)*

"The poll watchers for each polling room shall be approved by the supervisor of elections on or before the Tuesday before the election. Poll watchers for early voting areas shall be approved by the supervisor of elections no later than 7 days before early voting begins."

#### *Florida Statute 101.131 (3)*

"No candidate or sheriff, deputy sheriff, police officer, or other law enforcement officer may be designated as a poll watcher."

The approved list will be provided to the precinct clerk prior to the election. Poll watchers must show precinct clerk a photo identification in order to be allowed in the polling room. Anyone not on the approved list will not be allowed entry into the polling room.

### **Guidelines for Poll Watchers:**

All poll watchers must observe the ***Guidelines for Poll Watchers*** provided. The Precinct Clerk has the authority to remove from the premises any poll watcher who does not abide by these guidelines or in any other way interferes with the voting process.

***Any questions regarding Poll Watcher designation and procedures should be directed to Erika Sierra at 305-499-8556.***

## **GUIDELINE FOR POLL WATCHERS**

### ***Poll Watchers shall:***

- Upon their arrival at the precinct (or early voting site), give their name to the Precinct Clerk (or Early Voting Site Clerk) for verification on her list of approved Poll Watchers and show photo identification.
- Be allowed within the polling room (or early voting room) to watch and observe the conduct of the voters and the officials. The Clerk will direct poll watcher to a designated area away from the voting equipment and ballot (or registration) table. ***(They may not walk around the voting area).***
- Furnish their own materials and necessities. *(This may include chair and cellular phone if necessary.)* ***(They may not use the precinct (or early voting site) phone at any time).***
- Be allowed to inspect the precinct registers (or early voting voter certificates) only when the officials are not processing electors.
- Inform the Clerk if they wish to challenge a voter's right to vote. The Clerk will follow the procedures for a challenged voter.
- Inform the Clerk if they see or hear anything that does not comply with election laws. ***(They may only speak to the Clerk).*** If they are not satisfied with the explanation or action taken, they may call the Elections Department.
- **Not** volunteer to help electors who need assistance to vote. A poll watcher may only provide assistance to a voter if specifically requested by that voter and the proper Procedures for Providing Assistance must be followed.
- **Not** take radios, television sets or newspapers to the polls.
- **Not** wear or display any political party, candidate's name or other pertinent campaign materials.
- **Not** obstruct the orderly conduct of any election.
- **Not** come closer to the officials' table or the voting booths than is reasonably necessary to perform their functions.

***Any member of the public (including candidates, political and government officials and representatives of the media) may witness the opening and closing procedures, but may not speak to, or interfere with the Election Board in any way.***

**POLL WATCHER DESIGNATION LIST  
FOR POLLING LOCATIONS**

Please read and follow the ***Poll Watcher Designation Instructions*** before using this form.

*Florida Statute 101.131 (2)*

“Each party, each political committee, and each candidate requesting to have poll watchers shall designate, in writing, **prior to noon of the second Tuesday preceding the election** poll watchers for each polling room on election day.”

**Election Date(s):** \_\_\_\_\_

If the candidate expects he or she may be participating in more than one election (for example, a run-off) for the office being sought, the poll watcher coordinator may use the same list for all elections. **Each election date (General or Run-off) for which poll watchers participation is requested must be specified on the form submitted in order to apply to specific elections.**

[illegible]

\* Subject to the Elections Department verification of qualifications.

POLL WATCHER DESIGNATION LIST FOR EARLY VOTING AREAS	
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Please read and follow the ***Poll Watcher Designation Instructions*** before using this form.

*Florida Statute 101.131 (2)*

“Designations of poll watcher for early voting areas shall be submitted in writing to the supervisor of elections **at least 14 days before early voting begins.**”

**Election Date(s):** \_\_\_\_\_

If the candidate expects he or she may be participating in more than one election (for example, a run-off) for the office being sought, the poll watcher coordinator may use the same list for all elections. **Each election date (General or Run-off) for which poll watchers participation is requested must be specified on the form submitted in order to apply to specific elections.**

[illegible]

\* Subject to the Elections Department verification of qualifications.